

 <p><b>CD-032600</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 11/09/88	<b>REVIEWED:</b> 10/31/18
	<b>EFFECTIVE DATE:</b> 11/09/88	<b>REVISED:</b> 10/24/16
<b>TITLE: Corrections Department Salary and Pay Plan</b>		

**AUTHORITY:**

- A. State Personnel Board Rules 1.7.4 NMAC.
- B. NMSA 1978, Section 10-9-13, as amended.

**REFERENCE:**

- A. ACA Standard 2-CO-1C-22, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4065, *Standards for Adult Corrections Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standards 1-CTA-1C-09, *Standards for Correctional Training Academies*, 1993.
- D. ACA Standards 4-APPFS-3E-11, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- E. Classified Service Pay Plan.
- F. SPO Audit Guidelines and Quality Measures

**PURPOSE:**

To provide specific guidelines for all compensation to classified employees of the Corrections Department.

**APPLICABILITY:**

All classified employees of the Corrections Department.

**FORMS:**

**Removal of Pay Allowance for Performing Supervisory Duties form (CD-032600.1)**

**ATTACHMENTS:**

None

**SPO Forms Available in J-drive (Personnel forms):**

- A. **Promotion Increase** ( *SPO-PI-001* )
- B. **Entrance Salary ("Ingrade Hire") form** ( *SPO-IGH-001* )
- C. **In-Pay Band/Opportunity Adjustment form** ( *SPO-IPB-001* )
- D. **Pay Allowance for Performing Supervisory Duties form** ( *SPO-PSD-001* )
- E. **Salary Upon Reduction form** ( *SPO-SUD-001* )
- F. **Temporary Salary Increase form** ( *SPO-TSI-001* )

- G. **Temporary Recruitment Differential** form (*SPO-TREC-001*)
- H. **Salary Upon Transfer** form (*SPO-SUT-001*)
- I. **Salary Upon Temporary Promotion** form (*SPO-SUTP-001*)
- J. **Temporary Retention Differential** form (*SPO-TRET-001*)

**DEFINITIONS:**

- A. Appointing Authority: The level of authority within the Corrections Department who can authorize a hire.
- B. Appropriate Placement: The value, established or anticipated, of an individual employee's contribution relative to the value of the full scope of duties and responsibilities of the job as represented by the mid-point pay of the job.
- C. Compa-Ratio: Pay expressed as a percent of the range midpoint. Midpoint is identified as 100% of the range.
- D. Contributor Proficiency Zones: The subdivisions of the Pay Band that designate the employee's contribution in their job role. These proficiency zones are characterized as Associate, Independent and Principal zones.
- E. Demotion: An involuntary reduction for disciplinary reasons to a position in a lower Technical Occupational Group Role or Manager Category with a reduction in pay.
- F. Employee: A person in a position under the classified service.
- G. In-Grade Hire: The hiring of an individual from outside of the classified service at a salary which exceeds the minimum salary level of the salary Pay Band of the Technical Occupational Group (TOG) or Manager Category (MC) in which they are hired.
- H. In Pay Band Adjustment: The movement of an employee within a Pay Band for demonstrated performance, skill or competency development, and/or internal alignment, which allows agency management flexibility to provide salary growth within a Pay Band.
- I. Promotion: The change of an incumbent from a position in one Technical Occupational Group or Manager Category to a position in another Technical Occupational Group or Manager Category with a higher salary Pay Band or Pay Opportunity.
- J. Pay Allowance for Performing Supervisory Duties: A pay allowance for up to one year, renewable annually, that is granted to an employee in a Technical Occupation Group (TOG) who accepts and consistently performs additional duties that are characteristic of a Supervisor.
- K. Reduction: A voluntary change without prejudice of an employee from a classified position in one Technical Occupational Group Role or Manager Category to a classified position in another Technical Occupational Group Role or Manager Category with a lower Pay Band.

- L. Regularly Scheduled Work: An employee's normal work hours, as assigned by his or her supervisor. Does not include working other hours in the absence of another employee.
- M. Supervisor: The employee in a Technical Occupational Group who devotes a substantial amount of work time to supervisory duties, customarily and regularly directs the work of two or more other employees and has the authority in the interest of the employer to hire, promote, evaluate the performance of, or discipline other employees or to recommend such actions effectively but does not include an individual who performs merely routine, incidental or clerical duties, or who occasionally assumes supervisory or directory roles or whose duties are substantially similar to those of subordinates, and does not include lead employees, employees who participate in peer review or occasional employee evaluation programs.
- N. Suspension: An involuntary leave of absence without pay for disciplinary reasons for a period not to exceed 30 calendar days.
- O. Technical Occupational Group (TOG): A group of non-managerial jobs that represents the continuum within an occupation from the most basic to the most advanced.
- P. Temporary Promotion: The temporary change of an employee from a position in one Technical Occupational Group or Manager Category to a position in another Technical Occupational Group or Manager Category with a higher salary Pay Band or Pay Opportunity for a period not to exceed one year.
- Q. Transfer: The movement of an employee from one classified position to another classified position in the same Technical Occupational Group or Manager Category or to a Technical Occupational Group or Manager Category with the same salary Pay Band or Pay Opportunity without any break in service.

**POLICY:**

Salary and pay matters shall be administered in a fair, equitable, consistent manner within fiscal constraints and shall adhere to State Personnel Board Rules and this policy.

Compensation and benefit levels for all agency, institutional and academy personnel are comparable to those for similar occupational groups in the public or private sector and in the state or region. [2-CO-1C-22] [4-4065] [1-CTA-1C-09] [4-APPFS-3E-11]

**A. Salaries:**

1. Salary upon hire shall be dependent on budget availability but shall not be at the minimum of the Pay Band. Any request for an entrance salary in the Principal Contributor Zone that exceeds a compa-ratio of 115% will require additional approval of the State Personnel Director. The salary of CO Cadets and PPOI shall be appropriate placement based on prior relative experience and budget availability.
2. Pay allowance for performing Supervisor duties:

The Department shall grant a pay allowance for up to one year, renewable annually, to an employee in a TOG who accepts and consistently performs additional duties that are characteristic of a Supervisor, including assignment of work and performance evaluation of at least two employees. (SPO-PSD-001)

The amount of the pay allowance shall reflect the supervisory responsibilities and shall be between 0% and 20% above the employee's base pay rate. The SPO-PSD-001 form approved by SPO shall be signed by the employee at the time of acceptance of a pay allowance evidencing their agreement to the terms and conditions of the pay allowance.

3. Removal of Pay Allowance for Performing Supervisory Duties:

When the supervisory duties are no longer being performed, the Department shall return the employee to the hourly rate of pay held prior to granting the pay allowance, plus any authorized pay increases. The employee shall acknowledge removal of a supervisory pay allowance by signing the **Removal of Pay Allowance for Performing Supervisory Duties** form (CD-032600.2).

4. Promotions:

a. *Correctional Officer Cadets:* The salary of an employee promoted from a Correctional Officer Cadet to a Correctional Officer 1 shall be increased and promoted into the Pay Band CB for Correctional Officer Role within the Correctional pay line structure of the Technical Occupational Group (TOG).

b. For the purpose of promotional opportunity within the correctional officer series, promotional increases shall be applied as follows:

- 1) Promotion from Correctional Officer O to Sergeant (Correctional Officer-A = 10%.
- 2) Promotion from Sergeant to Lieutenant = 15%.
- 3) Promotion from Lieutenant to Captain = 15%.
- 4) Promotion from Captain to Major = 15%

Promotional increases may not exceed the maximum of the pay band.

c. Promotions/class reductions from a non-custody position into the Correctional Officer series shall be considered on a case-by-case basis. Appropriate placement and internal equity shall be taken into consideration.

d. *All Other Classifications:* The salary of an employee upon promotion (including temporary promotion) shall reflect appropriate placement within the Pay Band. If appropriate placement exceeds 10%, except to pay the minimum of the new Pay Band, written justification and the approval of the Secretary through the HR transaction routing process is required. Promotional increases above 15% require the approval of the State Personnel Director. Upon promotion, no salary may exceed the maximum value of the new salary range. At the end of a temporary promotion, the

employee shall be returned to the salary held prior to the temporary promotion plus any general pay Increases. Any Promotion in conjunction with Pay for Supervisory Duties must be evaluated on a case-by-case basis. (**Promotion Increase** form (*SPO-PI-001*)).

5. Demotions:

The salary of an employee who is demoted shall be decreased up to 15% from the employee's previous salary. However, if the maximum of the new salary Pay Band is more than a 15% reduction from the employee's current salary, the salary upon demotion will be the maximum value of the new Pay Band. No salary upon demotion may exceed the maximum value of the new salary Pay Band nor fall below the minimum value of the new salary Pay Band. **Salary upon Reduction** form (*SPO-SUD-001*).

6. Transfers:

The salary of an employee who accepts a lateral transfer into a position within the same pay band shall remain the same unless the Secretary approves a higher value up to a maximum of 10% based upon compensation factors in support of the targeted compa-ratio relative to midpoint. Salary increases above 10% to a maximum of 15% require the approval of the State Personnel Director. **Salary upon Transfer** form (*SPO-SUT-001*)

7. Reductions:

If an employee in an advanced Role, Principal Contributor Zone takes a reduction, the pay of the employee must be decreased to the Independent Contributor Zone while remaining in the same role, or:

a. *Non-Custody (Administrative) Positions:*

The salary of an employee who takes a voluntary class reduction shall be fair and equitable, determined on a case by case basis. Various factors shall be taken into consideration when determining salary, i.e., appropriate placement, internal equity, prior promotional increases, time occupying current position, recruitment difficulties etc., and shall require the approval of the Secretary through the HR Transaction Routing Process. Salary reductions greater than 15% require the approval of the Secretary and State Personnel Director. **Salary upon Reduction** form (*SPO-SUD-001*)

b. *Correctional Officer Positions:*

- 1) The salary of a Correctional Officer in the Advanced Role (Sergeant) who takes a voluntary reduction to a Correctional Officer position in the Operational Role (Correctional Officer I) will be reduced by 10%.
- 2) The salary of a Correctional Officer (Lieutenant) who voluntarily takes a reduction to a correctional officer in the Advanced Role (Sergeant) will be

reduced by 15%. If the maximum of the new salary Pay Band is more than a 15% reduction from the employee's salary upon class reduction, the salary will be the maximum value of the new Pay Band. No salary, upon reduction, may exceed the maximum value of the new salary Pay Band nor fall below the minimum value of the new salary Pay Band.

- 3) Salary reductions greater than 15% require the approval of the Secretary and State Personnel Director and shall be documented on the **Salary upon Reduction** form (*SPO-SUD-001*) and signed by the employee.

A request for a salary reduction of less than 10% shall require the approval of the Secretary through the HR Transaction Routing Process and must be completed on the **Salary upon Reduction** form (*SPO-SUD-001*).

8. Re-Employment or Return to Work:

The salary of former employees who are re-employed or who are returned to work in accordance with State Personnel Board Rule 1.7.10.10 NMAC, 1.7.10.11 NMAC, 1.7.10.12 NMAC or 1.7.10.14 NMAC shall be at least at the minimum of the Pay Band, but shall not exceed the hourly rate at the time of separation.

9. Temporary Salary Increase:

The Secretary, with the approval of the State Personnel Director, may grant a temporary salary increase for up to a maximum of 15% for a period not to exceed one year, to an employee for temporarily accepting and consistently performing additional duties which are characteristic of a classification assigned to a higher Pay Band. This type of increase shall only be requested by the Secretary on the **Temporary Salary Increase** form (*SPO-TSI-001*).

10. Temporary Recruitment Differential:

The State Personnel Director may authorize, in writing, a pay differential of up to fifteen (15%) percent of an employee's base pay to an employee who fills a position which has been documented as critical to the effective operation of the agency and has been demonstrated and documented to be a severe recruitment problem for the agency. **Temporary Recruitment Differential** form (*SPO-TREC-001*).

- a. A temporary recruitment differential shall be tied to the position and may not transfer with the employee should the employee leave that position. Payment of this differential shall be separate from the employee's base salary.
- b. A temporary recruitment differential of more than fifteen (15%) percent of an employee's base pay or a total salary (base pay plus differential amount) that exceeds the maximum of the pay band may be approved by the State Personnel Director.

11. Temporary Retention Differential:

The State Personnel Director may authorize, in writing, a pay differential of up to fifteen (15%) percent of an employee's base pay to an employee in a position which the agency has documented and has been designated as critical to the effective operation of the agency and the employee's departure would disrupt the agency's ability to fulfill its mission. **Temporary Retention Differential** form (*SPO-TRD-001*)

- a. A temporary retention differential may be approved up to one year. Payment of this differential shall be separate from the employee's base salary and may not transfer with the employee should the employee leave that position.
- b. A temporary retention differential of more than fifteen (15%) percent of an employee's base pay or a total salary (base pay plus differential amount) that exceeds the maximum of the pay band may be authorized if approved by the State Personnel Director.

**B. Pay:**

1. Pay for Dusk to Dawn Work:

Employees shall be paid, in addition to their regular pay rate, no less than \$0.60 per hour for each hour of regularly scheduled work between 6:00 PM and 7:00 AM.

An employee may waive the additional pay when requesting an alternative work schedule.

2. Call-Back Pay:

FLSA covered employees who, while off duty, are called to work other than for his/her regularly assigned shift or regular work hours shall be compensated for a minimum of two hours or the time actually worked, whichever is greater. The compensation will be as follows:

- a. Employees, who work more than two hours, will be paid in accordance with Policy *CD-035100* (Overtime Compensation).
- b. Employees who work for less than two hours will be paid for the time actually worked in accordance with Policy *CD-035100* (Overtime Compensation). The difference of the time actually worked and two hours, will be paid as straight time at the employee's regular hourly rate. (Earning type is CBS: Call-Back, Straight.) Call-back pay shall not apply to time worked immediately before or after the employee's regularly scheduled shift or regular work schedule.
- c. FLSA exempt employees shall be compensated for actual time worked in accordance with Policy *CD-035100*, (Overtime Compensation).

3. Holiday Pay:

Employees required to work on a holiday will be compensated at two-and-one-half times the usual hourly rate of pay for all hours actually worked on the holiday

4. Overtime Pay:

Overtime will be paid in accordance with New Mexico Corrections Department Policy *CD-035100*, Overtime Compensation.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

10/31/18  
Date

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<b>TITLE: Corrections Department Salary and Pay Plan</b>		

**AUTHORITY:**

Policy *CD-032600*

**PROCEDURES: [2-CO-1C-22] [4-4065] [1-CTA-1C-09] [4-APPFS-3E-11]**

**A. General:**

The Appointing Authority shall prepare a written justification that clearly explains the requested action. Such justification shall address all the necessary facts. The written justification shall be sent to the Human Resources Bureau.

**B. Salary and Pay Transaction Approval:**

All salary and pay transactions resulting in a budgetary impact shall require the internal HR routing process and shall require a budget analysis (*CD-032600.5*) be completed and attached to all pay/salary request forms.

**C. In-Grade Hire:**

Requests for in-grade hires require the **Entrance Salary** form (*SPO-IGH-001*) which must address the following factors:

1. Qualifications to include education and relevant experience.
2. Special education/experience above the minimum qualifications.
3. Explanation of how proposed salary was determined.
4. Salary/qualification comparison of any employees in the Department in the same class.
5. Recruitment/retention history of the job, if applicable.
6. Any other special factors or circumstances.

**D. In-Band Adjustment:**

In-band opportunity adjustments provide a mechanism by which management can move an employee's salary within their current pay band, without a change in position or TOG/Role/or Manager Category. Progression of an employee's salary should be reflective of their demonstrated skill, competency and performance in the TOG/Role or Manager Category.

1. Requests for in-band adjustments must be made as part of an overall annual plan for such adjustments submitted by the Division Director or Facility Administrator. The plan must include a prioritization of adjustments to be made during the year based upon agency business need. The plan must also include cost projections and budgetary information documenting the division/facility's ability to absorb the impact of the proposed adjustments;
2. Requests for individual employee adjustments without such a plan will only be accepted due to extraordinary circumstances related to urgent business need;
3. An employee's pay rate may be increased by up to 10% per fiscal year (more than 10% if required to bring employee to new minimum of pay band or pay opportunity);
4. The new placement of the employee's salary with the increase must be determined and documented as described in Part II, Section A above.
5. Requests must be made based upon demonstrated and documented performance growth, including increased proficiency (knowledge, skills and abilities) or competencies required for the job; however, no increase may be granted that would place the employee's salary higher than would be indicated with appropriate placement analysis.
6. Requests may be made for purposes of internal alignment with other employees in the same TOG/Role or Manager Category with comparable levels of training, education, experience, competency and performance; however, no increase may be granted that would place the employee's salary higher than would be indicated with appropriate placement analysis.
7. Requests for all in-band adjustments must be approved by the Secretary or designee, the Department of Finance and Administration and the State Personnel Director. **In-Pay Band/Opportunity Adjustment** form (*SPO-IPB-001*).

**E. Pay Allowance for Performing Supervisory Duties:**

1. Requests for a pay allowance for performing supervisory duties must be supported by the SPO approved form (*SPO-PSD-001*) acknowledging the conditions of the supervisory pay allowance. (This shall be completed **PRIOR** to assumption of supervisory duties and annually thereafter at the time of the employee's performance evaluation.)
2. The pay allowance will be removed when the duties are no longer being performed.
3. Any Pay Allowance for Supervisory Duties in conjunction with a Promotion or Class Reduction must be evaluated on an individual basis.
4. Renewal of supervisory pay requires only the approval of the Human Resource Bureau Chief.

**F. Temporary Recruitment/Retention Differential:**

1. Requests for a Temporary Recruitment/Retention Differential of up to 15% must contain or be supported by the following:
  - a. Explanation of why the person and/or position is critical to the Department and/or the severe conditions associated with the position.
  - b. Foreseeable recruitment difficulties related to the work required and/or locality of the position.
  - c. Foreseeable extensive transition/training period for replacement employees that would hinder Department operations. **Temporary/Recruitment/Retention Differential** form (*SPO-TREC-001 OR SPO-TRD-001*).

**G. Temporary Salary Increase Requests:**

Requests for temporary salary increases must contain or be supported by the following:

1. A full explanation of the duties being performed by the employee that are in addition to the regularly assigned duties and which are not characteristic of the employee's TOG Role or MC. **Temporary Salary Increase** form (*SPO-TSI-001*).
2. The reason such duties are being assigned to the employee.
3. The Human Resources Bureau shall evaluate the written justification and route the justification to the Secretary with a recommended action.
4. The Secretary shall render a decision on the request. Requests that do not require further approvals shall be returned to the Appointing Authority with the decision. Requests that require State Personnel Office approval will be forwarded to the State Personnel Office for consideration.

- H.** Any requests for exceptions to this policy must be requested in writing and approved by the Secretary.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

10/31/18  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Removal of Pay Allowance for Performing Supervisory Duties**

Employee:		SSN:
TOG/Role:	Pay Band:	Current Supv. Pay Allowance:
TOOL#:	Perm#:	Effective Date:
Curr. Hrly Salary:	Reason:	

I hereby acknowledge that I am voluntarily relinquishing supervisory duties and understand that the pay allowance for performing supervisory duties will be removed effective the date above. I understand that I may be eligible for a pay allowance should I accept a position in the future that requires supervisory duties.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date